



MOREHEAD CITY
INSPECTIONS & PLANNING DEPARTMENT
706 ARENDELL STREET
MOREHEAD CITY, NC 28557
TEL (252)726-6848 ext 125
FAX (252) 726-2267

RESIDENTIAL APPLICATION FOR BUILDING PERMIT

You will need to submit a completed and signed application form along with the following information:

1. _____ Two sets of building plans and specifications to show materials and method of construction including:
_____ footings and slab sizes _____ foundation detail _____ wall section detail
_____ dimensions of lumber _____ lumber span length _____ electrical layout
_____ plumbing layout _____ heating & cooling layout _____ insulation values
_____ any other information you can supply to describe your construction methods clearly
2. _____ A site plan or survey (**drawn to scale**), indicating placement of proposed new construction and all other existing structures located on the lot (to include, but not limited to, fireplaces, steps, condensing units, etc.) must be **attached** and include the following:
_____ show all property lines with dimensions _____ show proposed structure with dimensions
_____ label distance to all property lines from _____ label road front, rear, and sides
_____ existing and proposed structures _____ location of driveway/access
_____ show easements, if applicable _____ septic tank/drain lines, if applicable
The site has to be checked for zoning (setbacks and maximum lot coverage).
3. _____ Indicate the current location of electric meter and any overhead electric lines.
4. _____ A copy of well permit and septic tank permit or a Development Application, if applicable.
5. _____ CAMA permit, if applicable.
6. _____ Brandywine Bay Homeowners Association approval, if applicable.
7. _____ Downtown Morehead City Revitalization Association review, if located east of 14th Street.
They can be contacted at 808-0440, 1001 Arendell Street.

Failure to provide ALL of the above-required information will result in the return of the application.

The application must be left with the secretary and will be reviewed by the Inspectors. If all required information is received, residential building permits *generally* take 3 to 5 business days to issue.

You will be contacted when the permit is ready for pick-up.



**TOWN OF MOREHEAD CITY, N.C.
RESIDENTIAL APPLICATION FOR BUILDING PERMIT**

Date: _____

Owner:

<i>(Name)</i>	<i>(Work Phone)</i>
<i>(Mailing Address, City, State, Zip)</i>	<i>(Home Phone)</i>

**Construction
Site Address:**

General:

<i>(Contractor Name)</i>	<i>(Phone)</i>
<i>(Mailing Address, City, State, Zip)</i>	<i>(License # or N/A)</i>
Town of Morehead City Privilege License <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a	

Electrical:

<i>(Contractor Name)</i>	<i>(Phone)</i>
<i>(Mailing Address, City, State, Zip)</i>	<i>(License # or N/A)</i>
Town of Morehead City Privilege License <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a	

Plumbing:

<i>(Contractor Name)</i>	<i>(Phone)</i>
<i>(Mailing Address, City, State, Zip)</i>	<i>(License # or N/A)</i>
Town of Morehead City Privilege License <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a	

Water Treatment:

<i>(Contractor Name)</i>	<i>(Phone)</i>
<i>(Mailing Address, City, State, Zip)</i>	<i>(License # or N/A)</i>
Town of Morehead City Privilege License <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a	

Mechanical:

<i>(Contractor Name)</i>	<i>(Phone)</i>
<i>(Mailing Address, City, State, Zip)</i>	<i>(License # or N/A)</i>
Town of Morehead City Privilege License <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a	

Fuel Piping:

<i>(Contractor Name)</i>	<i>(Phone)</i>
<i>(Mailing Address, City, State, Zip)</i>	<i>(License # or N/A)</i>
Town of Morehead City Privilege License <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a	

Insulation:

<i>(Contractor Name)</i>	<i>(Phone)</i>
<i>(Mailing Address, City, State, Zip)</i>	<i>(License # or N/A)</i>
Town of Morehead City Privilege License <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a	

RESIDENTIAL APPLICATION FOR BUILDING PERMIT

1) Explanation of Construction: _____

2) If Construction is: Renovation: _____ Repair: _____ Total \$ Value of Construction: _____
Work will include: Building: _____ Electrical: _____ Plumbing: _____ Mechanical: _____

3) If Construction is: Addition: _____ New Construction: _____ Total \$ Value of Construction: _____
Number of Stories: _____ Height (from average grade): _____

Square Footage Information (of area to be built):

Heated area:	1st floor	_____ sf	Accessory Areas:	Garage	_____ sf
	2nd floor	_____ sf		Porch	_____ sf
	Other	_____ sf		Porch	_____ sf
Total heated area:		_____ sf		Deck	_____ sf
				Deck	_____ sf
			Other	_____	_____ sf
			Total accessory area:	_____	_____ sf

4) No. of Bedrooms: _____ No. of Bathrooms: _____
Foundation Type: _____ Floor Type: _____

5) Copy of septic tank permit is _____ attached; or septic tank permit _____ not applicable.

6) Water line size from meter: _____ Sewer line size: _____

7) Height of building (from average grade to highest point of structure): _____

I hereby certify that all information in this application is correct and all work will comply with the State Building Code and all other applicable State and local laws and ordinances and regulations. The Inspection Department will be notified of any changes in the approved plans and specifications for the project permitted herein.

Date (Owner/Agent Signature) (Printed Name)

Below to be completed by Staff:

Tax Parcel # _____ Zoning District _____ City limits: Inside _____ Outside _____

Setbacks: front _____ side _____ rear _____ corner lot (yes/no) Any encroachments in setback _____

Maximum lot coverage allowed _____ Lot size: _____

Lot coverage after this permit issued _____ Flood Zone: _____

CAMA required (yes/no) If yes, CAMA permit #: _____ Flood Map Panel #: _____

Brandywine Homeowner Association approval : _____ DMCRA approval: _____

Zoning Official Signature: _____ Date: _____

AFFIDAVIT OF WORKERS' COMPENSATION COVERAGE
N.C.G.S. 87 – 14

The undersigned applicant for a Building Permit, being the

_____ Contractor (PRINTED NAME)

_____ Owner (PRINTED NAME)

_____ Officer/ Agent of the Contractor or Owner (PRINTED NAME)

do hereby aver under penalties of perjury that the person(s), firm(s), or corporation(s) performing the work set forth in the permit:

_____ has / have three (3) or more employees and have obtained workers' compensation insurance to cover them,

_____ has / have one or more subcontractor(s) and have obtained workers' compensation insurance covering them,

_____ has / have one or more subcontractor(s) who has / have their own policy of workers' compensation covering themselves,

_____ has / have not more than two (2) employees and no subcontractors,

while working on this project for which this permit is sought. It is understood that the Inspection Department issuing the permit may require certificates of coverage of workers' compensation insurance prior to issuance of the permit and at any time during the permitted work from any person, firm, or corporation carrying out the work.

Firm Name: _____

By: _____

Title: _____

Date: _____

NC Administration & Enforcement ©